

Visual Communication Interpreting, Inc.



Mailing:

PO Box 30222

Knoxville, TN 37922

Phone: 865-622-0999

Submit along with resume to: Ruann@vcinterpreting.com



VISUAL COMMUNICATION INTERPRETING, INC.

Please provide three references that can attest to your language proficiency, interpreting skills, work attendance and professionalism.

Name: _____ Date: _____

Address: _____

Email: _____

Phone: _____

Cell: _____

Does your cell phone accept text messages? YES NO

Do you have a data package on your phone? YES NO *(this is mandatory for employment)*

DOB: _____

Certification(s): _____

Professional Organization Memberships: _____

LinkedIn Profile URL: _____

Please circle the position(s) for which you are applying:

- Staff Interpreter
- Administrative Assistant / Office Manager
- Scheduler (must be proficient in sign language)

What are your hourly / salary requirements?

_____ Why? _____

Education: *(if included this on resume, do not fill out this section)*

Institution	Dates Attended	Diploma or Degree

Work Experience:

Company	Position	Employment Dates	Reason for Departure

Volunteer Work:

Organization	Time Frame	Primary Duty/Responsibility

Where did you hear about VCI? (circle)

Social Media VCI Website Colleague/Interpreter LinkedIn VCI Sponsored Event Other

Why are you interested in working with VCI? _____

What unique skill and/or talent do you bring to the table? _____

What makes you a perfect fit for VCI? _____

What is your idea of the best interpreting assignment? Why?

Do you want to help VCI grow as a business to serve more people and businesses in the community? Why?

As a working interpreter or just entering the field, how do you exemplify Semper Gumby (Always Flexible)? _____

It's Saturday. What are you doing?

Toilet lid up or down? Why?

If you are hired, love everything about your job, are paid the wage you asked for, what would make you leave your job?

It's the year 2020. Where are you? _____

One thing that we need to know about you: _____

Do you currently work or have you worked for another company/agency that hires their own interpreters?

Yes No

Do you have transportation to get to and from work?

Yes No

Do you have liability insurance on your vehicle?

Yes No

Do you smoke/dip/vape?

Yes No

**Have you ever been convicted of a crime?
(drugs, DUI, theft, etc) ?**

Yes No

If yes, describe.

WRITING PROMPT: Every single person, during their lifetime, should travel across the entire United States, from one coast to the other, at least once. How would you travel and why did you select that mode of transportation?